



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 4/12/2017	Interviewer: Mallory Sullivan	RFA #17 – 35
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.):		
Status of Person(s) Interviewed (title, position, student status, etc.): Student [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.): Allegations regarding unwanted comments of a sexual nature by a student [REDACTED] also working on [REDACTED].		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
4/12/2017	Call to EO from [REDACTED]	Spoke with Mallory. [REDACTED] is the Adjunct Instructor for [REDACTED]. He received a report from a student, [REDACTED] that another student [REDACTED] said that she was working with another student, [REDACTED], and "that he made sexually charged comments to the extent that the [REDACTED] does not want to work with the [REDACTED] anymore." [REDACTED] the [REDACTED] did not disclose the name of the [REDACTED]. Discussed the structure of the student workgroups and possible ideas for interim measures and what action could be taken if the student wished to remain anonymous.
4/12/2017	Mallory call to [REDACTED]	Explained the role of EO, anonymous reporting, and sent follow-up email reviewing the information discussed. Asked [REDACTED] is she would feel comfortable sharing the information in the email with the [REDACTED] so that she could remain anonymous if she chose, but still have information and resources. [REDACTED] said that she would share the information.
4/12/2017	Mallory email to [REDACTED]	

4/13/2017	Mallory meet with [REDACTED] (walk-in)	[REDACTED] communicated information to [REDACTED] who came into EO office [REDACTED] initially spoke with Mallory anonymously and then agreed to share her name. [REDACTED] would like an adjustment to be made so that she does not have to work with [REDACTED] anymore, but she does not want [REDACTED] to know that there was a report or who the report came from. [REDACTED] shared information about a day-trip for a [REDACTED] where [REDACTED] made several sexual comments that made her feel very uncomfortable, including comments about sexual acts, sexual preferences, and persistent sexual advances. Mallory discussed the [REDACTED] structure of the class and asked if she would be interested in seeing if [REDACTED] could help facilitate switching [REDACTED] or switching the [REDACTED] assigned to the [REDACTED]. [REDACTED] said her preference was to switch [REDACTED]. Shared information about complaint options, EO office, confidentiality, and retaliation. Mallory confirmed that she could share [REDACTED] name with [REDACTED]. Agreed the next step would be a conversation with [REDACTED]
4/13/2017	Mallory call to [REDACTED]	Updated [REDACTED] on [REDACTED] interest in changing [REDACTED]. [REDACTED] agreed to connect with [REDACTED] to discuss. Provided technical assistance for conversation. [REDACTED] agreed to confirm if we would share the source (program - [REDACTED]) of the concern with [REDACTED] as [REDACTED] shared this may impact her decision.
4/14/2017	[REDACTED] call to Mallory	[REDACTED] shared that [REDACTED] is very concerned about EO sharing the program giving rise to the concern. EO agreed that we would not share, but we will still need to meet with the [REDACTED] to address the behavior. [REDACTED] and [REDACTED] agreed to switch [REDACTED] into a different [REDACTED] over the weekend and that EO would contact [REDACTED] shortly after the switch.
4/24/17	MC calls [REDACTED] and sets up a meeting.	MC tells [REDACTED] that his name was mentioned as being involved in an EOO matter by an anonymous source and that MC needed to meet with him to discuss the nature of the allegations. MC told [REDACTED] that he wasn't in trouble at this point but that he needed to meet with him to provide more details and give him an opportunity to ask questions or raise concerns related to the matter. MC also indicated that he wasn't accusing [REDACTED] of anything but if the behavior in question occurred that it would be important for it to stop. Lastly, MC warned [REDACTED] not to try to start probing and asking other individuals if they reported him to EOO because this could be construed as intimidating and retaliatory. [REDACTED] says that he understands.
4/24/17	Mallory email to [REDACTED]	Notice of meeting with [REDACTED]
4/25/2017	MC and MS meet with [REDACTED]	Informed [REDACTED] that concerns were brought to our office about him making comments of a sexual nature that made other students uncomfortable. Shared that the report was anonymous and, if true, such comments/behavior must stop. [REDACTED] agreed not to make comments of a sexual nature without an understanding that the conversation is welcome or wanted. MC and MS informed [REDACTED] about the role of the EO office, confidentiality, and retaliation.
4/27/2017	Mallory email to [REDACTED]	Informed [REDACTED] that meeting with [REDACTED] occurred and we shared the concerns about comments of a sexual nature, but did not share her name or any specifics with him.
4/24/2017	Mallory call to [REDACTED]	[REDACTED] is satisfied with the outcome and shared she felt the response was handled well. She does not need any additional support at this time, but Mallory informed she is welcome to contact EO again in the future if so.

